

Volunteer Role Profile



Role title:	Education Assistant
Department:	Commercial
Responsible to:	Tony Marson / Education Co-ordinator
Hours:	Generally mid-week 10am – 2.30pm on a Wednesday (for groups) but can be other weekdays or weekends.
Purpose:	To assist in the delivery of school visit guided tours and learning sessions.

Main duties and responsibilities:

- Assist with pre-event planning, photocopying of materials etc.
- Deliver guided tours of the station and yard, following to the Safe Route at all times. Liaise with Engineering staff to ensure safety at all times in the yard.
- Deliver talks, Evacuation Experience, arts and crafts and other sessions to the groups
- Impart information on an informal basis and answer questions as required.

Training:

You don't need to have lots of knowledge, just an enthusiasm for meeting and interacting with school groups.

You are not expected to have all the skills that you will require to carry out this role. Training will be provided, to enable you to carry out your role with confidence and to the standards set.

- Full induction and ongoing support, including Health and safety
- Background information about the history of the railway

However, we do expect you to;

- be of tidy appearance and wear reasonably smart clothes (or the Avon Valley Railway polo shirt).
- adhere to all health & safety, railway safety and fire procedures are followed
- be free of alcohol or narcotics
- be friendly, polite and helpful
- be punctual and responsible
- work well with the team and well as on your own initiative
- be confident when meeting new people and communicate well

A DBS check is not specifically required for this role but may be undertaken. You are required to undergo this check if asked. The results will remain confidential between yourself and the railway.

Benefits of volunteering:

All of our volunteers are members of the Avon Valley Railway Heritage Trust and whilst this costs a nominal subscription fee, it gives you access to a number of benefits, including:

- Discounted travel on our usual steam and heritage diesel train services
- Discounted purchases from the Gift Shop and Buffet (Buffet only when you're on duty)
- Access to great social activities, including away days and social evenings
- The chance to support us in keeping your railway heritage alive in the Avon Valley